

State of Arizona Board of Chiropractic Examiners

1951 W. Camelback Road Suite 330 Phoenix, AZ 85015

www.chiroboard.az.gov

State Government Intern

Phoenix, AZ

Agency Information

Regulation exists to protect the public's health, safety and welfare. In the State of Arizona, statute provides for the Board of Chiropractic Examiners to handle the licensing and regulation for the chiropractic profession.

Responsibilities include:

- To investigate complaints.
- To oversee the general application of the laws governing the practice of chiropractic.
- To update and develop regulations.
- To address scope of practice and to better define both appropriate conduct by professionals and consumer expectations.
- To continually review required credentials for doctors to practice safely, effectively and ethically.
- To apply appropriate disciplinary action to doctors of chiropractic who may have broken the public trust through a violation of law.
- To function in the global regulatory community to assist other professions or jurisdictions affected by chiropractic.
- The Governor appoints the five members of the State of Arizona, Board of Chiropractic Examiners. The Board is comprised of three doctors of chiropractic and two public members. The Board employ staff to carryout administrative, licensing and investigative functions of the agency. An assistant attorney general provides legal counsel to the Board and staff members.
- The Board generally meets monthly. All Board meetings are open to the public.

Job Information

The State of Arizona Board of Chiropractic Examiners is offering an unpaid summer internship opportunity in cooperation with colleges and universities. This is an opportunity for hands on experience in the civil law enforcement field. You will be given an opportunity to participate in day to day operations that serve the public. You will assist administrative staff in many duties and projects.

Job Duties:

- General office and administrative tasks
- Attend monthly board meetings
- Assist in the creation of the annual newsletter

- Assist in preparing the Annual Report
- Presenting the Annual Report to the Board members
- Assist in creating a timeline of the Board
- Assisting with the digitalization of records
- Assist in research activities
- Assistant in records storage and maintenance

Expected Growth

You will gain experience from your internship that you can positively influence your knowledge and work experience. You will develop skills in operating basic office equipment, learn new computer processing programs and software, how to compile data, develop relationships with high-level professionals and gain great insight to the inner workings of the State of Arizona. You will learn to read and understand statutes and rules, understand public records law, learn how Boards and Commissions run and how to interact with other government agencies.

Helpful Courses

- Communications coursework
- Business coursework
- Political Science coursework
- Computer Information Systems coursework

Job Requirements

- Currently enrolled in curriculum leading to or completion of a Bachelor's or higher level degree
- Grade Point Average of 2.75 or better
- Basic Microsoft Word, Excel and Adobe Acrobat experience
- Adhere to agency work hours, days, policies and procedures
- Assume personal and professional responsibilities for all activities and actions
- Be consistent and punctual in meeting assigned project deadlines
- If you wished to gain academic credit for this internship, you will need to seek information from your academic college

How to Apply

Contact Justin Bohall at jbohall@chiroboard.az.gov with any questions